



Minutes of the Library Board of Trustees October 2022

Present: Marti Wolf, Jennifer Allocca, Robin Winslow, Dick Backus, Betsy Whitman (arrived at 7:15pm/exited at 8:42pm), Melissa Harvey (arrived at 7:08pm), John Fladd (Alternate), Tanya Ricker (Library Director)

Absent: Kate Fitzpatrick

Guest: Dan Rothman, Treasurer, Whipple Free Library Foundation

Meeting Called to Order by Marti Wolf at 7:00pm

Marti introduced Dan Rothman to those on the board that had not previously met him. Dan was at the meeting to give an annual overview to the board on the status of the foundation. Dan provided the board with a handout summarizing his overview (attached). Board agreed they would assist with searching for potential foundation members to assist with energizing the foundation. Dan advised that the foundation, if it is to continue and fulfill its mission will need to have three new members to add to himself and Don Chapman for a five member Board. The trustees thanked Dan for his commitment to the foundation. Upon completion of his presentation Dan left the meeting.

Review and approval of September Minutes: A revision was made to the draft copy of the September minutes addressing the replacement and disposal of conference room chairs. Dick Backus made a motion to approve the September minutes, motion seconded by Jennifer Allocca. Minutes unanimously approved.

Library Director's Report: Tanya had previously emailed her report for all members to review. Tanya gave a brief summarization of her report. Highlights were the work being done on the annual budget, draft of the Donations and Gifts policy, follow-up with Twin Bridge and Trafsys. Research is being done on a laptop policy, and a company to work on website redesign and hosting of emails.

Treasurer's Report: Jennifer summarized the report that had previously been disseminated to the board for review. Jennifer also advised that she had contacted the NH Charitable Trust Unit in an attempt to find information on the designated purposes for some of our existing trusts. She was able to obtain minimum information. She will next be following up with TD Bank who holds the trusts to see if they may have more information. Dick Backus made motion to approve the Treasurer's Report as submitted, Betsy Whitman seconded the motion and all members approved.

Friends Report: Betsy reported that the last meeting of the friends was well attended but they are still actively looking for more members. The bylaws subcommittee is continuing to work on developing bylaws for implementation. The telephone book is a work in progress and they are continuing to look for additional sponsors. The decision to purchase two more additional picnic tables is being tabled until the spring. The group has discussed possibly charging for membership but the idea has been tabled at this point. The planting of a tree in honor of Bea will be delayed until spring. Jennifer suggested a soaker hose installation with a timer for the gardens. The board thought this was a good idea particularly since the flower gardens are a significant part of the library. The board will look into the possibility of funding this initiative. Melissa offered to work with Kate on creating a poster to recruit new members to Friends as had been discussed at a previous meeting.

Facilities Report: Dick reported that Engineer Ryan Nealley P.E. quoted a price of \$164,250.00 for the installation of heat pumps. As this is a significant expense it was suggested that additional quotes be obtained from contractors, as well as learning if the project can be done in phases. The NB Fire Department is scheduled to inspect the Russell Room on 11/13 to renew the certificate of occupancy. The batteries for the exit lights are being replaced and a company is being contacted to service the fire extinguishers. Dick is hoping to get assistance from Twin Bridge to clean up some of the wiring of the A/V equipment in the small conference room. These were safety concerns identified during the Safety Committee walk through.

The Board agreed that they would like to have an open sign in place to draw attention to the library. Tanya will discuss with staff to see if they have any recommendations for the type of sign. Tanya also suggested additional lighting in the parking lot, particularly as we head into the winter months when staff and patrons are leaving the library after dark. Dick will follow up on this suggestion.

A brief discussion took place concerning alarm contact procedures. It was decided that at this point Marti will be the initial contact.

New Business: Tanya, on behalf of the staff asked, if the library could close at 5:00pm the day before Thanksgiving (Wednesday, in addition to all day Thursday and Friday) as well as closing for the day (Saturday-3 hours) on Christmas Eve. She also asked if the staff that was scheduled to work from 5:00 pm - 8:00 pm on Wednesday, the day before Thanksgiving be compensated even though they would not be working. After a brief discussion Jennifer made a motion to have the library close at 5:00 pm on 11/23/22 and those staff that had already been scheduled to work will be paid. John seconded the motion. Betsy sustained from the vote, Robin, Melissa, Dick, Jennifer and John voted in favor of the motion, Marti voted against the motion. The motion carried.

Betsy made a motion to have the library be closed on Saturday 12/24/22 and Dick seconded the motion. All members were in favor of this motion.

Tanya recommended rekeying the entire library. The board is supportive of the request. Tanya will work on obtaining quotes. Dick has been working with staff to disseminate individual alarm codes for each staff member. Both initiatives are aiding in improving the safety of the library. The budget process continues. The board will meet on Tuesday October 25th at 7:00pm at the library to continue its work on the budget.

Recurring/Unfinished Business: John and Marti met to discuss the potential library expansion project. John shared a very well done presentation on promoting community outreach to gain support for this initiative.

Marti and Kate are meeting on 10/19 to continue work on the HR manual. Robin reported that the room usage policy is in the works and she hopes to have a draft to the board prior to our November meeting. Tanya distributed a draft of the Donations and Gifts Policy for Trustees to review and send her comments. Voting will take place at the next meeting.

A personnel issue needs to be discussed but due to the late hour it will be taken up at a special meeting scheduled prior to the budget workshop on Tuesday October 25th. This non-public and public meeting will be posted by Robin on the Library site at the Board of Trustees page.

Dick made a motion to adjourn at 8:49pm, Jennifer seconded the motion and all were in favor.

Next Meeting: November 15, 2022 7:00pm, small conference room

Respectfully submitted:
Robin Winslow